

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

CALFIRE
P.O.BOX 944246
SACRAMENTO, CA 94244-2460



Employee Name	WALTERS, DEL
Expense Dates	06/08/09-06/15/09
Total Expense Amount	500.05
Amount Due Employee	500.05
Form ID	TEA000465835

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/09	Lodging	91.56	
2)	06/14	Lodging	93.29	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

JANET BARENTSON

Travel & Expense Account Summary

Employee Name DEL WALTERS
Expense Dates 06/08/09-06/15/09
Report Name June 2009

Request Total \$ 500.05
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **500.05**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	All hands	362.49
Regular Travel	Clovis	137.56

NOTE: (d)=Direct Charge

DATE	Mon Jun 8	Tue Jun 9								TOTAL
Breakfast	6.00	8.00								12.00
Lunch	10.00									10.00
Dinner	18.00									18.00
Lodging		91.56								91.56
Incidentals		6.00								6.00
TOTALS \$	34.00	103.56								137.56

DATE	Sun Jun 14	Mon Jun 15								TOTAL
Dinner	18.00	18.00								36.00
Lodging	93.29									93.29
Mileage Personal Auto	105.60	105.60								211.20
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	216.89	145.60								362.49

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Clovis	06/08/09	Breakfast	6.00	Cash
Regular Travel	Clovis	06/08/09	Lunch	10.00	Cash
Regular Travel	Clovis	06/08/09	Dinner	18.00	Cash
Regular Travel	Clovis	06/09/09	Breakfast	6.00	Cash
Regular Travel	Clovis	06/09/09	Lodging	91.56	Cash
Regular Travel	Clovis	06/09/09	Incidentals	6.00	Cash
Regular Travel	All hands	06/14/09	Dinner	18.00	Cash
Regular Travel	All hands	06/14/09	Lodging	93.29	Cash
Regular Travel	All hands	06/14/09	Mileage, Personal Auto	105.60	Cash
Regular Travel	All hands	06/15/09	Breakfast	6.00	Cash
Regular Travel	All hands	06/15/09	Dinner	18.00	Cash
Regular Travel	All hands	06/15/09	Lunch	10.00	Cash
Regular Travel	All hands	06/15/09	Incidentals	6.00	Cash
Regular Travel	All hands	06/15/09	Mileage, Personal Auto	105.60	Cash

**Travel & Expense Account
Summary & Detail**

Comments

Subject	Comment
Return	per your request